

UPPER HEYFORD PARISH COUNCIL
Jack Goodman Jr, Clerk to the Council,
Hillside Cottage, High Street, Upper Heyford, Bicester, OX25 5LE
Telephone: 07791-399823, Email: uhparishclerk@gmail.com

Minutes of Parish Council Meeting 14 January 2016

Present: Councillors Jo Allen, Chris Scarrott, Catherine Mullineux, Paul Weaver, Derek Burrows and Parish Clerk Jack Goodman.

Note: prior to the formal meeting Mr Ray Funnell presented a briefing outlining the options for an awning at the Reading Room. The Council was given documentation detailing the options available.

1. **Apologies for Absence:** Cllr Carole Gother
2. **Code of Conduct:** The Chairman reminded Councillors of the code of conduct requirements under the Localism Act of 2011.
3. **Public Forum:** District Councillor Mike Kerford-Byrnes attended. Invited to address the Council he briefed on current issues at Cherwell District Council (CDC). He confirmed that in spite of cuts in central funding CDC does not intend to raise the precept next year, However, many Parish Councils are in anticipation of higher local costs with erosion of County services. Tim Bigelow from the HP Residents Association briefed the scheme to provide traffic speed signs in the Heyford Parks residential area.
4. **Consideration of Dispensations:** Cllr Scarrott requested dispensation to enter into discussions over the planning issues with the minibus garage in the Village. The Council agreed with the proviso that Cllr Scarrott may be asked to excuse himself at some point.
5. **Approval of Minutes:** The minutes of the 19 November 2015 Parish Council Meeting were approved by the Council and signed by the Chairman and Clerk
6. **Standing Agenda Items:**
 - a. **Public Liability Review:** The Hazard Log was reviewed. The open items were: Sightline at the western terminus of Camp Road. The Clerk still needs to progress this. The condition of Allen's Lane is still poor. It was agreed to defer action on this item until the Spring The situation with construction on Camp Road is a continuing problem. Periodic liaison Dorchester will continue to be required. This item to remain open. Potholes on High Street were reported for addition to log and action. Condition of footpath on Camp Road is to be added to the log. A working party to widen the footpath is tentatively scheduled for 13 March.
 - b. **Heyford Park Residents Association (HPRA) Report:** No report, apologies from Cllr Gother
 - c. **Revised Local Plan and Neighbourhood Plan:** Briefed by Cllrs Allen and Weaver. The Constitution for the MCNP Forum requires further revisions, the Council agreed to review and comment as soon as produced. . MCNP Forum now has clearance to liaise directly with Pegasus, the Dorchester Neighbourhood Plan consultants. Engagement events are taking place in all Parishes of MCNP, the Upper Heyford Event is on 20 February. The planning was discussed and a flyer announcing the day was approved by the Council. It was agreed that Somerton could join our engagement process. The emerging issue of overflow housing requirements from Oxford City was noted. Little information is available on impact on our area.
 - d. **Speedwatch Campaign:** Speedwatch signs have been delivered. Cllr Mullineux will liaise to re-introduce the programme.
7. **Matters Arising**
 - a. **Bus Subsidies:** Cllr Burrows will attend the OCC consultation with bus companies on 19 Jan. Clerk was asked to reply to letter from Chair of Hampton Poyle Parish Meeting expressing general support and outlining the Upper Heyford inclusion in Sec. 106 bus subsidies agreement with Heyford Park.
 - b. **Speed Signs at Heyford Park:** The Council approved the purchase of six large and 24 repeater speed limit signs for Heyford Park residential area. Cllr Gother will be asked to progress the purchase on behalf of the Council.

- c. **Dog Control Measures:** The “Dogs on Leads” signs are available and need to be mounted. Cllr Burrows will survey the Village and advise on best places to mount the 12 signs. The Council reviewed again the poor state of the Somerton Road Playing Field due to dog mess. It was noted that not only Parishioners but people from outside the Parish and professional dog walkers also use the area. The Council concluded the current rules are unmanageable and agreed to progress a Dog Control Order to ban dogs entirely from the Somerton Road Playing Field. The Clerk and Council will place required notices in the Valley News and Bicester Advertiser inviting comment. The Valley News article will also re-stress the existing Dog Control Order requiring all dogs to be on leads in public areas of Upper Heyford Village.
- d. **Condition of Canal Side, Allen’s Lock:** The Council agreed to defer further action on this until the Spring when the full impact of the winter weather can be assessed.
- e. **New Playground Project:** Work is in progress.
- f. **Registration of Playing Field and Allotment Land:** Coordination with the Allotment Committee is still needed for this initiative. Cllr Allen will contact the Allotment Committee.
- g. **Registration of Barley Mow Public House as Heritage Asset.** The Barley Mow is now registered as an “Asset of Community Value”. NB: Further action is required to lodge the restriction on the Land Register.
- h. **Registration of Village Green:** The Clerk reported that there has been another problem. A very small portion of the designated land is actually public highway. The registration map is being re-drawn to eliminate that section.

8. Finance:

- a. **Payments and Current Financial Position:** The Council reviewed and approved the ledger and current financial position. It was agreed to defer discussion of the landscaping budget until the next meeting.
- b. **Approve MCNP Funding:** The Council agreed to grant the MCNP Forum £570 as the Upper Heyford Parish proportion of the annual administrative budget for the Forum.
- c. **Set 2016/2017 Parish Precept:** The Council reviewed the proposed budget for 2016/17 and agreed a precept that reflects a 2% increase in the per household precept for the Parish. The increased tax base provided by new homes will enhance income. The budget reflects this by providing funds for previously deferred initiatives.

9. Correspondence:

- a. **Parishioner E Mail, High Street Parking:** The Clerk was asked to consult OCC Highways to determine enforcement options for the section of High Street delineated by “Keep Clear” instruction on road.
- b. **CDC Spring Clean Letter:** CDC ‘s Spring Clean programme was announced, providing equipment to Parishes wanting to participate. Upper Heyford Village already has appropriate equipment. The letter was passed to Cllr Mullineux to pass to the Heyford Park Residents Association for their consideration.
- c. **Oxfordshire Lord Lieutenant’s Letter, Queens Birthday:** The letter announced National and County events to celebrate the Queen’s 90th birthday. Parishes were requested to coordinate their local efforts with the Church and Lord Lieutenant’s office to avoid overlap and duplication. A possible local celebration was discussed but no conclusion drawn as yet. This item will remain on the agenda until plans are confirmed.

10. New Business

- a. **Lisgar Property, Orchard Lane:** The Clerk confirmed that he had contacted Cherwell District Council with a view to placing an enforcement order against the owner of the property to clean up the premises. CDC agreed to inspect the property and come back to the Clerk with their conclusions.
- b. **Purchase, Joan Rhodes Bequest:** Options for an awning or gazebo for the Reading Room were discussed, as was the possibility of a storage shed. No conclusion drawn as yet. However, purchase of AV equipment is progressing with the purchase of a computer projector already approved.

11. Planning Applications:

- a. The Council reviewed the Planning Log and agreed responses.
- b. **Historic Application, Minibus Garage:** The continued use of Rowley House as a minibus depot was questioned as a new company is now operating from the premises. This seems to contravene the conditions of the planning approval given in 2007. The Clerk was asked to check with Companies House to determine the

ownership and directors of the new company. A query has already been sent to Cherwell Planning and a reply is awaited. Further actions will be considered based on the information received.

12. Any Other Business

- a. Land Registry Account:** The Clerk reported that a Land Registry account has been established on behalf of the Council. Cllr Gother will be given the paperwork needed to manage the account on the Councils behalf.
- b. Toy Recycling Bin, Heyford Park:** Cllr Mullineux reported that this is overflowing as the Company is no longer trading. The Clerk will report the issue to appropriate authorities.
- c. Pathways on Somerton Road:** Problems with blockage and mud on Somerton Road footpath were reported. Cllr Allen agreed to draft and distribute a flyer to the residents requesting their cooperation.
- d. Kerbside Stones and Branches on Overhead Wires at Corner of School Lane:** Not yet actioned, Include in next meeting agenda.
- e. Car Parking on the Green:** Cllr Burrows reported that an unknown car is again parking ofn the Village Green overnight.
- f. Valley News:** Cllr Mullineux requested that the Council consider option for funding of Valley News for the next PC Meeting. The Council took the opportunity to congratulate and thank Ian Lough-Scott and Cllr Mullineux for their excellent management of the Valley News.

13. Date of Future Meetings: The next Council Meeting is on 4 Feb at the Reading Room. Future meetings are: 10 Mar, 14 Apr, 12 May (Annual Parish Council and Parish Meeting), 19 May, 16 Jun (to provide spacing from late May meeting), 14 Jul, 8 Sep, 13 Oct, 10 Nov

There being no further business the meeting adjourned at 9:50 PM

**Approved
4 Februeary2016**

**Mrs Josephine Allen
Chair**

**Mr Jack Goodman Jr
Clerk to the Council**